# DISTANCE EDUCATION POLICY CHECKLIST

*Use this checklist to confirm that you have accounted for the requirements listed in the Distance Education Policy.*

*You can read the DE Policy in its entirety by accessing the All Campus Faculty Blackboard Organization.*

- *Click on the CETL and Distance Education link on the Course Menu.*
- *Select the Policies folder.*
- *In addition to the Distance Education Policy, you will find the Distance Education Procedures Guide. The Guide contains additional information to help DE Faculty.*

Items in **bold font** are required.

## REGULAR FACULTY-INITIATED INTERACTION

My course has multiple opportunities for regular (scheduled and predictable) interaction throughout the course. *Check all that apply; multiple options must be selected.*

- ☐ **Weekly communication (Announcement)**
- ☐ **Enter grades within 7 days** *(entering grades is not "substantive" in and of itself; assumes students receive feedback on assignments with relative frequency)*
- ☐ Attend weekly office hours
- ☐ Other: _____

## SUBSTANTIVE FACULTY-INITIATED INTERACTION

I engage students in substantive ways about course content.

*Check all that apply; multiple options must be selected.*

- ☐ **Respond to questions within 48 hours (defined in syllabus)**
- ☐ **Provide timely, actionable feedback on assignments** *(tailored to student, more than entering grades)*
- ☐ Provide direct instruction (hybrid courses)
- ☐ Facilitate discussion (see criteria in the DE Procedures Guide
- ☐ Other: _____

## PROMPT AND PROACTIVE MONITORING OF STUDENTS' ACADEMIC ENGAGEMENT

I proactively and promptly initiate interaction with students when needed.
*Check all that apply; multiple options must be selected.*

- ☐ **Enter grades and/or feedback within seven days**
- ☐ **Define attendance** in terms of academic engagement
- ☐ **Contact students before dropping them from a course**
- ☐ **Drop students in accordance with the attendance policy *and* document attendance/performance issues in EAB Navigate**
- ☐ Monitor Grade Center and/or check Performance Dashboard (Retention Center)

## OTHER REQUIREMENTS

- ☐ **Include student-to-student interaction**
- ☐ **Create assignments that require real-world application, for which I will provide meaningful feedback**
- ☐ **Upload my recorded lectures to YuJa**
- ☐ Write transparent assignment directions, which includes the purpose, task, and criteria for success
- ☐ Provide rubrics for assignments
- ☐ Have a presence in the course (visible, providing information and interaction beyond what can be found in a textbook)
- ☐ Update my recorded lectures and pre-scheduled announcements on a regular basis

*Contact cetl@txwes.edu if you have questions about this checklist or the policy. You may also contact your dean.*